

Anish Khan

Innovator, Industrious, Quick Learner.

Mob No:7206886144

anishkhan68@gmail.com

anish.khan03@yahoo.com

Skype: anish.khan03

www.linkedin.com/in/anishkhan03

<https://github.com/anishkhan033>

EXPERIENCE.

Designation : **US IT Recruiter(Associate Talent Acquisition Specialist)**

Organization: **Cogent Infotech, Chandigarh/Noida**

Duration: 4 April 2022 To 17 November 2023

Job Responsibilities:

- Working for Direct Clients In the USA
- Handling Full IT Recruitment Cycle
- Utilized company recruitment tools and processes to execute workflow
- Responsible for prospecting, screening, and interviewing of applicants for positions as Program Managers, Project Managers, Software, Engineers, Consultants, Technical Architects, and various other positions with specific skills in CRM, Data Warehousing, Oracle, and Informatica.
- Using Job Diva ATS and updating candidates data.

Designation: **Sr.Customer Support Associate/Technical Support Representative**

Organization: **Concentrix, Chandigarh**

Duration: 25 Feb-2021 To 17 Jun 2021

Job Responsibilities:

- Handling Inbound calls from USA Customers
- Sales and services
- Troubleshooting, Clean up and tune up

Designation : **.Customer Support Associates/Technical Support**

SKILLS

- ❖ **Client Relation and Handling Skill.**
- ❖ **Ability To work under Pressure.**
- ❖ **Leadership Skill.**
- ❖ **Good Communication skills.**
- ❖ **Good English Skill.**
- ❖ **Basic Knowledge of Computer Applications like(MS Office and Internet operating).**

ACHIEVEMENTS

- ❖ **Loyal Employee Award In Psntel Communication Pvt Ltd.**
- ❖ **Got Promoted As a supervisor after 3 months In Pantel Communication Pvt Ltd**

Representative

Organization: **Teleperformance Chandigarh**

Duration: 10 oct-2020 To 15 Jan 2021

Job Responsibilities:

- Handling Outbound and Inbound calls/chats of US Customers.
- Troubleshooting and managing Godaddy website templates

Designation: **Technical Sales Representative**

Organization: **Pantel Communication Pvt Ltd Dehradun**

Duration : 14 Aug-2016 To 31 July 2018

Job Responsibilities:

- Handling Outbound and Inbound calls of USA Customers.
- Handling CRM customer services.
- Generates Sales. & achieve monthly targets

EDUCATION

- ❖ **M.Tech in CAD/CAM from Punjab College Of Engineering & Technology Mohali, Chandigarh.**

University: I.K.G. Punjab Technical University (A'Grade NAAC accredited).

August 2015- February 2020

- Percentage/CGPA: 69%/6.96

- ❖ **B.Tech in Mechanical Engineering from Institute Of Science & Technology Klawad, Yamunanagar.**

University: Kurukshetra University Kurukshetra (A'Grade NAAC accredited).

August 2007 – February 2015

- Percentage/CGPA: 61%

- ❖ **12th from Board Of School Education Haryana.**

Aprail 2005-March 2006

EXTRACURRICULAR

- ❖ Active participation in the **Mechanical Society** of ISTK.
- ❖ 1st position in District **School Level Science Conference, Yamunanagar.**
- ❖ Active Participation in **NCC(Air Wing)** at School Levels.

LANGUAGES

- ❖ English
- ❖ Spanish
- ❖ Hindi
- ❖ Urdu

- Percentage/CGPA: 57%/6.66

❖ **10th from Board Of School Education Haryana.**

Aprail 2003-March 2004

- Percentage/CGPA: 78.69%

DATE:

PLACE:

(Anish Khan)